



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

ACCOUNTING ADMINISTRATOR II

**DEPARTMENTAL PROMOTIONAL:** Applicants must have a permanent civil service appointment with the Department of Veterans as of the final filing date.

**FINAL FILING DATE:** JULY 13, 2007

**HOW TO APPLY:** Applications (Form 678) must be postmarked no later than the final filing date. Applications personally delivered, received via interoffice mail or fax must be received before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.

**SUBMIT APPLICATIONS TO:** CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Human Resources Division  
1227 "O" Street, Room 402  
Sacramento, CA 95814 ATTN: MONICA MAGAÑA

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Applications for Examination." You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

**EXAMINATION DATE:** No written test is required. It is anticipated that interviews will be held during AUGUST 2007.

**SALARY RANGE:** \$5,393 - \$6,506

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

OR II

**EXPERIENCE:** Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor). (Experience in the California state service may be applied toward the total experience requirement on a promotional basis. AND EITHER A,

**EDUCATION:**

Equivalent to graduation from college, with specialization in accounting. **OR, B:**

Completion of equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the exam, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.

**THE POSITION:** The Accounting Administrator II is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level.

This level, under general direction, either: (1) performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office; or (2) performs as a multisection supervisor in a large-complex accounting office; or (3) performs as a sectional manager in a very large-complex accounting office.

**SPECIAL PERSONAL CHARACTERISTIC:** Ability to qualify for a fidelity bond.

**EXAMINATION INFORMATION:** This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL - WEIGHTED 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, related to job demands, each competitor's:

**Scope:**

**A. Knowledge of:**

1. Accounting systems, principles, procedures, laws, rules and regulations of the State of California as related to a financial organization.
2. Governmental accounting and the interaction between budgeting and accounting.
3. The uniform accounting systems and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management including office methods and procedures for a production and sound organization.
5. Principles of public finance.
6. Business law as it relates to governmental accounting.
7. Effective principles and techniques of personnel management and supervision including recruitment, training, communication, upward mobility, and personal interaction.
8. Plan, organize and direct all fiscal activities in an accounting office.
9. A manager's role in the Equal Employment Opportunity program and the process available to meet the EEO objectives.

**B. Ability to:**

1. Apply effective accounting principles and procedures to continue the effective operation of the California Department of Veterans Affairs accounting activities.
2. Analyze data and draw sound conclusions in a demanding work environment.
3. Analyze situations accurately and implement an effective course of action.
4. Prepare clear and complete reports and presentations in a professional manner.
5. Make sound decisions and recommendations in regard to the professional accounting problems associated with the department's budget.
6. Establish and maintain cooperative relations with individuals and outside agencies.
7. Communicate effectively within a multilevel government organization.
8. Uphold professional standards and principles to internal and external stakeholders.
9. Plan, organize, review, and coordinate the work of others.
10. Effectively contribute to the department's Equal Employment Opportunity objectives.

**ELIGIBLE LIST INFORMATION:** The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**Veterans Preference** credit is not granted in promotional examinations.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and widows of veterans: 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device:** (916) 653-1966